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Memorandum

To: Peter Ingram, City Manager
From: Roland Aberg, Principal – Hart Howerton
Amie MacPhee, Principal – Hart Howerton
Re: Redwood City Saltworks Application Review -
Tier One Summary Reports
Date: January 26, 2010

cc:

RMT Members:
Chu Chang - Building, Infrastructure, & Transportation Department Director
Jill Ekas - Planning, Housing, & Economic Development Department Director
Blake Lyon - Senior Planner
Mark Millan – Data Instincts, communication

I. Introduction

Accompanying this memorandum are three summary reports that reflect the findings and conclusions of the Saltworks Application Peer Review Team (Peer Review Team) related to the three identified Tier One topics:

- (1) Jurisdictional,*
- (2) Water Demand/Supply; and*
- (3) Transportation/Circulation*

The information, findings and conclusions are based on the information provided in the *Saltworks 50/50 Balanced Plan: Application Submittal and Statement of Justification* submitted by DMB to Redwood City in May 2009 as well as supplemental information and clarifications that were provided to each Peer Review Team.

II. Background and Goals

Hart Howerton and consultant team was retained by Redwood City on September 14th, 2009 to assist the City in reviewing and processing the Saltworks development proposal. Hart Howerton was charged with three specific goals:

1. Determine if the Application is adequate for the sake of continued City review. If inadequate, then determine what information would be required for an adequate Application.
2. Identify and verify assumptions within the Application, assess their validity, and identify any other issues or concerns that might be associated with those assumptions.
3. Establish a reliable and useful system for keeping policy makers, the public and the applicant informed about the initial application review process.

III. Process

Hart Howerton and City staff reviewed the development proposal and identified a set of significant topics regarding the proposal. It was also determined that although many of the topics are complex, there was enough information to determine that the majority of the topics were adequate to allow continued City review, with the exception of three specific topics. These topics were categorized as "Tier One": *Jurisdictional, Water Demand/Supply, and Transportation/Circulation*.

Tier One Summary Report Preparation

Hart Howerton and City Staff agreed that these topics warranted additional analysis, review and information prior to the City continuing the review process and initiating CEQA. Hart Howerton and City Staff worked together to assemble a team of expert consultants to review the Tier One topics and prepare objective, third-party summary reports for the City's use. The objectives of these reports were to provide preliminary assessments of:

- entitlement challenges and requirements,
- project feasibility,
- potential policy decisions that must be made by the City and/or other federal, state and local agencies, and lastly
- fundamental insurmountable issues that would preclude the continued processing of the development proposal.

Over the last three months, the Peer Review Teams completed a top level review of the development proposal as well as relevant City, regional and contextual information for each Tier One topic. Requests for additional information were also prepared and sent to the applicant in instances where unclear, incomplete or unsupported information was described in the proposal. Additional information was submitted by the applicant, which in turn was reviewed, assessed and in some cases, clarified. The three reports are organized with an Executive Summary, which contains the key findings and conclusions, and the main body, which contains technical and more detailed information.

Review Management Team

To oversee the team efforts a Review Management Team (RMT) was assembled that consisted of Hart Howerton representatives, Mark Millan of Data Instincts, and Redwood City senior staff members. This team met weekly to assess on-going progress, updates and scheduling.

Communication

In addition, communication protocols were established to ensure that policy makers, the public and the applicant were kept well informed. All relevant information regarding the development proposal has been continually updated on the project website including media coverage, background information, additional information submitted for the Tier One Summary reports and application amendments. Email notifications have also been sent to all interested parties who have requested updates.

IV. Conclusions

The three summary reports conclude that the development proposal, combined with the subsequent additional information as supplied by the applicant, does not have any fundamental insurmountable issues that would preclude the continued processing of the application and initiation of the CEQA process. Each Summary Report includes analyses conducted to a depth and level of detail considered by the authors sufficient to preliminarily evaluate project feasibility, policy issues and project implementation uncertainties at this early point in the project development process. Policy issues and implementation uncertainties identified in each report represent those identified by the authors in the course of their analysis. Should the City proceed with the CEQA process, a more robust identification and evaluation of additional policy and implementation issues regarding each of these three topics would be expected.